Department of Health & Human Services
Administration for Children and Families

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Program Office:	Office of Refugee Resettlement (ORR)
Funding Opportunity Title:	Services for Survivors of Torture Program
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2006-ACF-ORR-ZT-0107
CFDA Number:	93.604
Due Date for Applications:	06/06/2006

Executive Summary:

The Office of Refugee Resettlement (ORR) invites applications for two priority areas to support programs of services to persons who have experienced torture. Under Priority Area 1, Assistance to Torture Survivors Through Direct Services, grants are solicited for services to meet the physical, psychological, social, and legal needs of torture survivors. Activities may also include outreach and training for community service providers that have access to or work with torture survivors.

Priority Area 2 is Technical Assistance to Organizations and Institutions Providing Direct Services to Torture Survivors. One or more cooperative agreements will be awarded to design and deliver technical assistance that enables programs to provide effective rehabilitation services to torture survivors.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 5(a) of the "Torture Victims Relief Act of 1998," P. L. No. 105-320 (22 U.S.C. 2152 note) provides:

Assistance for Treatment of Torture Victims--The Secretary of Health and Human Services may provide grants to programs in the United States to cover the cost of the following services:

1. Services for the rehabilitation of victims of torture, including treatment of the physical and psychological effects of torture.
2. Social and legal services for victims of torture.
3. Research and training for health care providers outside of treatment centers, or programs for the purpose of enabling such providers to provide the services described in paragraph (1).

In FY 2005, the Senate cited the importance of enabling centers to foster effective rehabilitation services to victims of torture and to increase expertise in the field. The Senate Appropriations Committee Report to the Fiscal Year (FY) 2005 Department of Health and Human Services (HHS) Appropriation, Senate Report Number 108-345, acknowledges the development of a knowledge base that has fostered growth of treatment facilities around the country and strengthened treatment services generally. According to the report, "This positive trend may continue if leading centers are able to expand their staffs to create more trainers and improve evaluation and research needed to guide and develop new programs."

Background

Torture and Torture Survivors

The psychosocial and health consequences of violence and traumatic stress have emerged as one of the major public health problems of our time. Torture constitutes one of the most extreme forms of trauma, with the potential for long-term psychological and physical suffering. The term torture has been defined in different ways by different organizations and for different purposes. The authorizing legislation uses the definition of torture given in 18 U.S.C. 2340(1) and specifies that the definition includes the use of rape and other forms of sexual violence by a person acting under the color of law upon another person under his custody or physical control. Section 2340(1) states that torture is:

". . . an act committed by a person acting under the *color of law* specifically intended to inflict severe physical or mental pain or suffering (other than pain or suffering incidental to lawful sanctions) upon another person within his custody or physical control."

Some specific examples of physical and psychological types of torture committed by a person "acting under the color of law" are: systemic beating, sexual torture, electrical torture, suffocation, burning, bodily suspension, pharmacological torture, mutilations, dental assaults, deprivation and exhaustion, threats about the use of torture, witnessing the torture of others, humiliation, and isolation.

Prevalence of Torture

This announcement, which focuses on physical, psychological, social, and legal services for torture survivors as well as education and training of service providers, recognizes that torture may have been an experience of many members of groups residing in the U.S. including refugees, asylees, immigrants, other displaced persons, and U.S. citizens who were tortured abroad. Using data from the United Nations High Commissioner for Refugees on the populations at risk of torture worldwide, it is estimated that there may be more than 400,000 torture survivors in the U.S.

Individuals eligible for services under this program are those who have suffered torture in foreign countries and are now present in the U.S.

Services for Torture Survivors

The purpose of this program is to provide services to torture survivors in order to restore their dignity, identity, and well-being. It is also to conduct training for health care, psychological, social, and legal service providers to provide appropriate services and care to torture survivors.

Physical consequences of torture may be extensive and severe. Specific neuropsychological symptoms are often difficult to diagnose because of head injuries, the multiplicity of symptoms, and co-morbidity. Post-traumatic stress disorder, depression, substance abuse, and other anxiety disorders are common diagnoses among torture survivors. Therefore, for many severely tortured individuals, access to physical practitioners and sophisticated diagnostic instruments and testing (e.g., neuro-imaging, cognitive functions, etc.) for the purpose of differential diagnosis is paramount. The provision of psychotherapeutic services is also of great importance in the treatment of many torture survivors.

In addition to physical and psychological services for persons who have been tortured, a high percentage of torture survivors are in need of legal and social services. Access to legal and immigration services is often a priority for the person. Social services such as housing, employment assistance, and vocational training may also be extremely important and correlate with successful psychosocial adjustment and well-being. Additional attention may be needed for members of the family who have second-hand experience with torture or are facing domestic violence as a sequela of torture. Experience with refugees and survivors of wartime violence has demonstrated that early and adequate access to social and legal services may also preclude or reduce the need for more specialized psychological treatment services.

Active case management that provides support, information, referral, and coordination of services to clients is also central to restoring the ability of torture survivors to establish productive lives in their communities.

Client-Centered Service Delivery

Not all torture survivors have the same physical, psychological, social, or legal needs, and services funded under this announcement will reflect a wide scope of venues for populations to be targeted and services to be provided. Because of the diverse individualized needs of torture survivors, programs should offer client-centered services whereby clients receive assistance specific to their needs. In accordance with the identified needs of torture survivors, physical, psychological, social, and legal services should be provided by the grantee or otherwise be coordinated through other organizations in the community where the grant is awarded.

In client-centered programs, clients are considered first and foremost in the planning, implementation, and evaluation of service delivery. In these programs, service providers recognize that clients are the key to understanding their own personal circumstances and do not assume they know what is best, most timely, or a priority for each client. Program staff gather information with clients to design an appropriate complement of services, and client preferences should guide every aspect of service delivery. In turn, providers possess the specialized knowledge and skills to help clients make informed choices and to maintain high quality client care.

Applicants should recognize that no one service is essential to restoring health in all torture survivors and should not, for instance, require psychological counseling for all clients. If a client is seeking only legal or employment assistance, access to these services should not be contingent upon mandatory participation in psychological services. Applicants are encouraged to design projects that address a broad menu of client-centered services for torture survivors.

Cross-Organization Collaboration

The torture rehabilitation and treatment center movement, which was established in Denmark in the 1970s and subsequently adopted in the U.S., Canada, France, and other countries, has led to the growth of specialized torture survivor treatment centers. Although the treatment center movement has created opportunities for treatment and training in specific urban areas, many torture survivors are not aware of the services or do not have access to these highly specialized programs.

Collaborative relationships are encouraged from programs that provide services in one geographic and/or service area but may have creative ideas for expanding into underserved geographic and/or service areas. An organization that currently provides legal advice to detained asylum seekers who are torture survivors might team with another social service or clinical organization to pool resources and expand their range of services either locally or in another part of a state or region.

ORR also encourages applicants to collaborate to leverage resources. Funded partnerships may be established between organizations that have access to individuals who have been tortured and programs with specific expertise in serving torture survivors. For example, health education information and referrals for torture survivors may be more effectively delivered by community service providers using staff that have been trained through partnerships with torture survivor treatment centers.

While support of individual programs is the means ORR sees in implementing the Torture Victims Relief Act and providing the services envisioned in the legislation, it is also important to ensure that a collaboration across all the programs provides mutual benefit by sharing the promising practices learned, mentoring across programs, applying effective services and treatment strategies and resources, developing stability in organizations, and working toward a sustainable set of services.

Information Sharing, Awareness Raising and Training

In carrying out the Torture Victims Relief Act of 2003, it is important that local communities and providers that come into contact with torture survivors are well prepared and trained to assist them. Individuals who have experienced torture may access physical, social, and legal services before seeking psychological help. Therefore, ORR encourages broad community efforts to enable these service providers to appropriately identify, refer, and serve those who are suffering the result of torture.

Survivors require a holistic treatment approach with physical, psychological, social and legal services provided in a complementary manner. If community providers and organizations are to serve torture survivors effectively, they must understand their backgrounds, unique needs, and challenges as well as effective methods of service provision for this population.

Priority Areas

Please note that this announcement is divided into two priority areas. The first priority area is Assistance to Torture Survivors Through Direct Services and the second priority area is Technical Assistance to Organizations and Institutions Providing Direct Services to Torture Survivors. Information on the second priority area immediately follows *Section VIII* of Priority Area 1. An applicant that elects to apply under both priority areas must submit a separate application for each priority area.

Priority Area 1:

Assistance to Torture Survivors Through Direct Services

Description

ORR is interested in awarding up to 25 grants for direct services to persons who have been tortured. Allowable activities include physical, psychological, social, and legal services which are described under the *Services for Torture Survivors* section of this announcement. Applicants may propose all or a combination of these services. If the applicant does not propose to provide all of the allowable services directly, the application should describe how clients can access the other services, if needed. Partnerships may be formed with other community service providers in order to provide torture survivors with access to the full complement of allowable services. Outreach and training activities may also be conducted for community service providers that have access to or work with torture survivors.

Applicants are encouraged to design projects that incorporate collaboration with physical, psychological, social service, and legal assistance organizations in the community to increase their capacity for outreach, identification, and service provision to torture survivors.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	$8,500,000
Anticipated Number of Awards:	20 to 25
Ceiling on Amount of Individual Awards:	$600,000 per budget period
Floor on Amount of Individual Awards:	$100,000 per budget period
Average Projected Award Amount:	$370,000 per budget period
Length of Project Periods:	36-month project with three 12-month budget periods

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Unrestricted (i.e., open to any type of entity subject to exceptions specified below.)

As referenced in 45 CFR 74.81, HHS funds are prohibited from being paid as profit to any recipient even if the recipient is a commercial organization.

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at http://www.dnb.com.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants,* at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Holly Herrera
Office of Refugee Resettlement
Administration for Children and Families
370 L'Enfant Promenade, S.W. 8th Floor West
Washington, DC 20447
Phone: 202-401-5541
Email: hherrera@acf.hhs.gov
URL: http://www.acf.hhs.gov/programs/orr/funding/akit.htm

2. Content and Form of Application Submission:

Applications should be organized according to the checklist found in *Section IV.3* under Priority Area 1.

You may submit your application in either electronic or paper format. Each application should include the signed original and two additional copies. Faxed applications are not acceptable. Applications should be submitted on white 8.5 x 11-inch paper only. Do not use colored, oversized or folded materials. The font size may be no smaller than 12 point and the margins must be at least one inch on all sides. For reproduction purposes, please do not staple or in any way bind the original application other than with a rubber band or a clip.

Each application narrative should not exceed 20 pages in a double-spaced 12-point font. Attachments and appendices should not exceed 25 pages and should be used only to provide supporting documentation such as administration charts, position descriptions, resumes, and letters of intent or partnership agreements. A table of contents, project abstract, budget and budget justification should be included but will not count in the page limitations. Each page should be numbered sequentially, including the attachments and appendices. This limitation of 20 pages should be considered a maximum and not necessarily a goal. Application forms are not to be counted in the page limit. Any material submitted beyond the 20 pages will not be reviewed by the review panel.

Please do not include books or videotapes as they are not easily reproduced and are, therefore, inaccessible to the reviewers.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V.* Application Review Information. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of $100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants,* at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission
You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the http://www.Grants.gov site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html**.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at http://www.Grants.gov. There you can search for the

downloadable application package by utilizing the Grants.gov FIND function.

- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at http://www.grants.gov/GetStarted to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates ***AND*** times referenced in *Section IV.3*.

Hard Copy Submission
Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers
Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 06/06/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via http://www.Grants.gov.

Checklist

The following checklist specifies the information to be included in each application. Applications should present this information in the order shown in the checklist.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.

Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Objectives and Need for Assistance	See Section V	Found in Section V	By application due date
Results or Benefits Expected	See Section V	Found in Section V	By application due date
Approach	See Section V	Found in Section V	By application due date
Geographic Location	See Section V	Found in Section V	By application due date
Organizational Profiles	See Section V	Found in Section V	By application due date
Staff and Position Data	See Section V	Found in Section V	By application due date
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Third-Party Agreements	See Section V	Found in Section V	By application due date
Support Letters	Section V	Found in Section V	04/02/2006
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-LLL Certification	See Section	See http://www.acf.hhs.gov/programs/ofs/forms.ht	By date of

Regarding Lobbying	IV.2	m	award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants,* at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana

Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: http://www.whitehouse.gov/omb/grants/spoc.html.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Sylvia Johnson
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, S.W., 6th Floor East
Washington, DC 20447

Hand Delivery

Sylvia Johnson
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
ACF Mailroom, 2nd Floor (near loading dock)
Aerospace Building, 901 D Street, S.W.
Washington, DC 20024

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via http://www.Grants.gov.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 20 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

Applicants should identify results or outcomes which show improvement in the clients' situation as described under the Need For Assistance section. Key indicators should be included to show how success in achieving the outcomes will be evaluated. For each expected outcome or result, the application should include outcome targets, key indicators, data sources, and collection and analysis methods. For example, an outcome for the torture survivor program might be: "To increase the number of torture survivors to 400 or 80% of the caseload who have their urgent basic needs met. Key indicators are: percent of housing referrals placed in shelter or receiving housing assistance; percent receiving case management services who achieve established goals; percent who obtain necessary immigration documents."

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

For example, such process measures or outputs for the torture survivors program may include: number of trainings provided; number of clients receiving services broken out by type of service; number of client referrals.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

STAFF AND POSITION DATA
Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES
Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at $100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME
Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted). The application should be organized according to the order shown in the checklist included in Section IV.3.

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 25 points

The applicant provides a clear and feasible strategy for assisting torture survivors that demonstrates: knowledge of the clients and their needs; an understanding of client eligibility for torture survivor services and a plan for documenting eligibility; experience in serving these clients; and knowledge of community resources. The plan addresses the causes, as cited under the *Need for Assistance* section, of the problem(s) requiring a solution.

The applicant demonstrates collaboration and leverage of existing resources and expertise to provide integrated and effective services and to avoid duplication of services that already exist in the community. Partnerships with other organizations are clearly described and documented with letters of agreement.

The applicant describes a clear methodology for determining client eligibility for services to torture survivors. There is a description of the process by which clients have access to treatment and to the other allowable services. The proposed services use client-centered approaches to meeting the needs of torture survivors. The service plan and timeline of project activities are reasonable and have a likelihood of success in enabling torture survivors to become participating members of the community.

Where outreach and training activities for community service providers are proposed, the application provides a plan for conducting these activities including training topics and schedules. A description is included of the provision of training to physical, social, and legal service providers who are likely to have access to torture survivors. Such training is appropriate to assist providers to identify, refer, and serve clients suffering the results of torture. The interest of providers to attend these training activities is documented.

When psychotherapeutic services are proposed, they are evidence-based practices, or described as promising practices, with supporting information. Procedures for client-centered treatment planning and client discharge criteria are explained and reasonable.

The applicant clearly describes a feasible plan to provide services in the proposed geographic area(s). The applicant demonstrates knowledge of and access to physical, psychological, social and legal service providers for torture survivors. Partnerships with other organizations are clearly described and documented with letters of agreement for planning purposes. The application also demonstrates responsiveness to the progress report information requested under the *Reporting Requirements* section.

RESULTS OR BENEFITS EXPECTED - 20 points

Persons who have been tortured will benefit from the services. The application includes specific, client-based outcomes that show improvement in the problems or situation described in the needs statement. The outcomes relate to the impact of the proposed services on torture survivors -- how their lives will improve once their needs have been met. The proposed outcomes are realistic and attainable.

Outcome targets such as the number and percent of clients projected to achieve each outcome are included. Indicators of success for each outcome are provided, along with data sources, data collection and analysis methods, and timeframes.

ORGANIZATIONAL PROFILES - 20 points

The applicant demonstrates the organization's capacity to provide assistance to torture survivors and, when proposed, training and partnering with community providers. Documentation includes: a) agency mission and organizational chart; b) history of experience with torture survivors such as experience as a treatment center or as an organization that provides physical, psychological, social, or legal services to survivors of torture; c) capacity to effectively implement and manage the programmatic and financial aspects of the project; and d) a management plan for the project containing systems of client records, program records, and financial management.

The applicant includes information on prior outcomes achieved, describes promising practices developed, and discusses past challenges and successes in serving torture survivors.

Staff and Position Data: Job descriptions and biographical sketches or resumes of key project staff are included. Appropriate professional background, work experience, and linguistic and cultural capacity to serve clients is clearly described, including in partnerships with ethnic and faith-based organizations. Job descriptions for vacant key positions are provided.

OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

The applicant demonstrates a strong need for services to torture survivors in the proposed geographic area of service. The needs assessment process is clearly described. The application focuses on the needs of the clients rather than organizational needs. The application clearly identifies the causes of the problem or situation described in the needs statement. The consequences of not meeting the needs are explained. Current demographic data is provided for prospective clients and the application demonstrates sufficient experience with, and knowledge of, these clients to assess their needs accurately.

The principal and subordinate objectives for the proposed program are stated. The objectives are relevant and indicate an appropriate purpose and direction for the program.

BUDGET AND BUDGET JUSTIFICATION - 15 points

The budget is reasonable and cost effective. The amount of funding requested is clearly justified by the proposed program activities. Valid methodologies are used to estimate the number of clients to be served. The plan for program income generated by fees including Medicaid, Refugee Physical Assistance (RMA), and private health coverage for client fees for treatment (when available) is appropriate, reasonable, and viable.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ORR Screening:

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the applicable closing date and submitted in accordance with the instructions in this announcement; and (2) the applicant meets the eligibility criteria for this announcement. ORR will return to applicants those applications which are found not eligible or incomplete.

Competitive Review and Evaluation Criteria:

Applications that pass the initial ORR screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The evaluation criteria were designed to assess the quality of the proposed project and to determine the likelihood of its success. The evaluation criteria are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

The ORR Director and program staff use review panel scores when considering competing applications. Review panel scores weigh heavily in funding decisions but are not the only factors considered. Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include: the timely and proper completion by the applicant of projects funded with ORR funds in the last five years; comments of reviewers and government officials; ORR staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency with ORR goals and policy; administrative costs associated with any sub-grantees; geographic distribution of applications; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative reports; and applicant's progress in resolving any final audit disallowance on previous ORR or other Federal agency grants.

The Director reserves the right to award more or less than the funds described in this announcement. In the absence of suitable applications, the Director may decide not to make an award if deemed in the best interest of the Government. Funding availability for future years is at the Director's discretion.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial

Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.os.dhhs.gov/fbci/waisgate21.pdf.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/programs/ofs/forms.htm) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

The progress report narrative should be no more than 10 pages in length. Schedules and other attachments are not included in this page limit. To the extent possible, outcome, output, demographic, and other quantifiable data should be presented in chart or table form.

Progress Report Content

ORR is particularly interested in the following information as part of the semi-annual progress reports. Grantees are encouraged to provide this information for each reporting period as well as on a cumulative year-to-date basis:

-For each objective, describe the activities occurring during the reporting period.

- For each of the expected results and benefits, report the outcomes (benefits or changes realized by a client or population as a result of participation in program activities), indicators used, data sources, and data collection and analysis methods.

- Report outputs (units of service provided, participants served, or resources developed) including the total number of unduplicated clients served and the number of clients served by type of service. Provide demographic data for clients including age, gender, ethnicity, legal status (asylee, refugee), employment status, and type of torture suffered. The average length of treatment and other program-specific outputs are also of interest.

- Projected timeline and progress to date. Cite reasons for any changes in timeline.

- Lessons learned during this period of project activity.
Describe how this learning will be applied to continued project work.

- Challenges encountered during the reporting period. Plans for addressing the identified challenges.

- Plans for the next period of project activity. Cite any changes in the schedule of activities.

- Sustainability efforts including funding diversification and the development of sustainable resources such as tools, expertise, training curricula, programs, pro bono services, and other in-kind contributions.

VII. AGENCY CONTACTS

Program Office Contact:

Holly Herrera
Office of Refugee Resettlement
Administration for Children and Families
370 L'Enfant Promenade, S.W. 8th Floor West
Aerospace Building
Washington, DC 20447
Phone: (202) 401-5541
Email: hherrera@acf.hhs.gov

Grants Management Office Contact:

Sylvia Johnson
Office of Grants Management
Division of Discretionary Grants
Administration for Children and Families
370 L'Enfant Promenade, S.W. 4th Floor East
Aerospace Building
Washington, DC 20447-0002
Phone: (202) 401-4524
Email: syjohnson@acf.hhs.gov

VIII. OTHER INFORMATION

Applications in Priority Areas 1 and 2 are for project periods of up to three years or thirty-six months. Awards, on a competitive basis, will be for a twelve-month budget period although project periods may be up to thirty-six months. Applications for continuation grants funded under these awards, beyond the twelve-month budget period but within the thirty-six-month project period, will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

Priority Area 2:

Technical Assistance to Organizations and Institutions Providing Direct Services to Torture Survivors

Description

ORR intends to award cooperative agreement(s) for national projects to provide technical assistance to organizations and institutions that serve persons who have been tortured. Under Section 5 (a)(3) of the Torture Victims Relief Act of 1998, support may be provided for research and training for health care providers outside of treatment centers, or programs for the purpose of enabling such providers to deliver services toward the rehabilitation of torture survivors, including treatment of the physical and psychological effects of torture.

Based on its experience with the Victims of Torture Program, ORR recognizes that the ability of health care providers to deliver effective rehabilitation services to torture survivors is linked to the role of the other key service providers. Local social and legal service providers are often primary points of contact for torture survivors and play a key role in their identification, referral and ultimate rehabilitation. The treatment centers and programs funded through ORR under *Priority Area 1* regularly collaborate with these providers to develop holistic client-centered services. To develop the capacity of the local providers to serve torture survivors and to link them with appropriate services and resources, a broad-based national program of technical assistance is needed. The research and training to be conducted under this technical assistance program are intended to increase the ability of treatment centers and programs to provide effective services and to develop capacity and linkages among community providers serving torture survivors. ORR believes that the growth of treatment facilities around the country will be fostered and treatment services will be strengthened generally by continuing to develop this kind of knowledge base. ORR is committed to holistic research and training and believes it is the most effective way to improve the evaluation and research needed to guide and develop new programs.

Applicants may propose to provide technical assistance in all or a combination of some of the following areas. The activities described under these areas may be proposed and/or new and innovative approaches, justifying their usefulness:

- Needs Assessment: Initial and ongoing needs assessment to determine gaps in knowledge, services and resources for torture survivors. Evaluate and prioritize technical assistance needs. Develop and implement strategies to meet identified needs.

- Training: Provision of training to torture survivor programs, as well as to other service providers in the community with access to individuals who have suffered torture, to develop the understanding, expertise, and tools to assist torture survivors. Training topics may include: outreach strategies; determination and documentation of client eligibility for services; effective case management and client-centered services; and evaluation of client needs and outcomes. Training for direct services staff may include developing techniques for identifying clients in need of services, setting boundaries, and avoiding secondary trauma/burnout.

- Site Visits: Conduct onsite visits with torture survivor program grantees to provide technical assistance and/or training. Coordinate site visits with ORR and submit written reports summarizing the program activities, strengths, weaknesses, and the technical assistance provided.

- Outcomes Measurement and Evaluation: Identify and promote successful instruments and methods of evaluating client outcomes and program effectiveness. Train torture program grantees on outcomes measurement and evaluation. Collect, summarize, and report data on program performance and outcomes. Serve as a resource to ORR in efforts to determine appropriate national outcomes and indicators.

- Evidence-Based Models: Research models, tools, and resources to provide physical, psychological, social, and legal services to torture survivors. Determine criteria for identifying evidence-based models or promising practices. Identify, promote and facilitate replication of these models and practices.

- Peer Support and Information Sharing: Establish ongoing mechanisms and forums for information/resource sharing and peer networking. Research, identify, promote, and provide training and informational sharing opportunities for programs on successful approaches to developing services, knowledge, curricula, and resources. Develop mentoring opportunities among staff serving torture survivors. Provide easily accessible and disseminated materials, training, and information to program staff around the country through such means as electronic clearinghouses, web-based trainings, and listservs.

- Collaboration: Increase awareness among torture survivor programs of existing refugee, asylee, and mainstream services available and appropriate for their clients. Assist programs to identify and partner with community service providers to deliver a comprehensive, integrated range of services that leverages rather than duplicates existing resources. Facilitate partnerships with national and local organizations, institutions, and associations that work in related services or fields of study to develop their internal long-term capacity and expertise regarding torture survivors. For example, through collaboration with a torture survivors program, a national health care organization may disseminate research, training, and tools to staff at its local affiliates for the purpose of developing its internal capacity to serve torture survivors.

- Capacity Development: Provide assistance to programs in geographic areas where a strong need for torture survivor services exists but where they are lacking. Conduct training and technical assistance for refugee, asylee, and mainstream service providers to facilitate the development of expertise and appropriate services.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

Through the cooperative agreement(s), grantees will develop and submit annual technical assistance plans to ORR for review, feedback, and approval.

ORR will also provide direction and feedback in critical torture survivor and service provider needs and corresponding technical assistance services.

Anticipated Total Priority Area Funding:	$875,000
Anticipated Number of Awards:	1 to 2
Ceiling on Amount of Individual Awards:	$600,000 per budget period
Floor on Amount of Individual Awards:	$100,000 per budget period
Average Projected Award Amount:	$435,000 per budget period
Length of Project Periods:	36-month project with three 12-month budget periods

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Unrestricted (i.e., open to any type of entity subject to exceptions specified below.)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement. As referenced in 45 CFR 74.81, HHS funds are prohibited from being paid as profit to any recipient even if the recipient is a commercial organization.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at http://www.dnb.com.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by

the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants,* at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Holly Herrera
Office of Refugee Resettlement
Administration for Children and Families
370 L'Enfant Promenade, S.W. 8th Floor West
Aerospace Building
Washington, DC 20447
Phone: (202) 401-5541
Email: hherrera@acf.hhs.gov
URL: http://www.acf.hhs.gov/programs/orr/funding/akit.htm

2. Content and Form of Application Submission:

Application Format

Applications should be organized according to the checklist found in *Section IV.3* for Priority Area 2.

You may submit your application in either electronic or paper format. Each application should include the signed original and two additional copies. Faxed applications are not acceptable. Applications should be submitted on white 8.5 x 11-inch paper only. Do not use colored, oversized or folded materials. The font size may be no smaller than 12 point and the margins must be at least one inch on all sides. For reproduction purposes, please do not staple or in any way bind the original application other than with a rubber band or a clip.

Page Limitation

Each application narrative should not exceed 20 pages in a double spaced 12-point font. Attachments and appendices should not exceed 25 pages and should be used only to provide supporting documentation such as administration charts, position descriptions, resumes, and letters of intent or partnership agreements. A table of contents, project abstract, budget and budget justification should be included but will not count in the page limitations. Each page should be numbered sequentially, including the attachments and appendices. This limitation of 20 pages should be considered a maximum, and not necessarily a goal. Application forms are not to be counted in the page limit. Any material submitted beyond the 20 pages will not be reviewed by the review panel.

Please do not include books or videotapes as they are not easily reproduced and are, therefore, inaccessible to the reviewers.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V.* Application Review Information. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances.   The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of $100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants,* at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission
You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the http://www.Grants.gov site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html**.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at http://www.Grants.gov. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.

- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at http://www.grants.gov/GetStarted to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates ***AND*** times referenced in *Section IV.3*.

Hard Copy Submission
Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers
Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 06/06/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via http://www.Grants.gov.

Checklist

The following checklist specifies the information to be included in each application. Applications should present this information in the order shown in the checklist.

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Objectives and Need for Assistance	See Section V	Found in Section V	By application due date.
Results or Benefits Expected	See Section V	Found in Section V	By application due date.
Approach	See Section V	Found in Section V	By application due date.

Geographic Location	See Section V	Found in Section V	By application due date.
Organizational Profiles	See Section V	Found in Section V	By application due date.
Staff and Position Data	See Section V	Found in Section V	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Third-Party Agreements	See Section V	Found in Section V	By application due date.
Support Letters	See Section V	Found in Section V	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.

Tobacco Smoke			
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants,* at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: http://www.whitehouse.gov/omb/grants/spoc.html.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Sylvia Johnson
Office of Grants Management
Division of Discretionary Grants

Administration for Children and Families
370 L'Enfant Promenade, S.W., 4th Floor West
Washington, DC 20447

Hand Delivery

Sylvia Johnson
Office of Grants Management
Division of Discretionary Grants
Administration for Children and Families
ACF Mailroom, 2nd Floor (near loading dock)
Aerospace Building, 901 D Street, S.W.
Washington, DC 20024

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via http://www.Grants.gov.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 20 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I   THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete.   It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

Applications should identify results or outcomes which show improvement in the problems or situation described under the Need for Assistance section. Key indicators should be included to show how success in achieving the outcomes will be evaluated. For each expected outcome or result, the application should include outcome targets, key indicators, data sources, and collection and analysis methods. For example, an outcome for technical assistance may be: "To increase the effectiveness of 50% of programs serving torture survivors who receive training on appropriate evidence-based models. Key indicators are: number of evidence-based models identified; number of programs implementing models; outcomes of programs after implementation; surveys of program staff regarding effectiveness."

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

For example, such process measures or outputs for technical assistance may include: number of technical assistance visits; number trainings; level of information sharing/networking activity.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at $100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER
Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES
Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME
Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted). The application should be organized according to the order shown in the checklist included in Section IV.3.

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

ORGANIZATIONAL PROFILES - 25 points

The applicant demonstrates the organization's capacity to provide the proposed technical assistance activities. Documentation includes: a) agency mission and organizational chart; b) history of experience with torture survivors such as experience as a treatment center or as an organization that provides physical, psychological, social, or legal services to client populations where survivors of torture are prevalent; c) capacity to effectively implement and manage the programmatic and financial aspects of the project; and d) a management plan for the project.

Applications cite outcomes achieved, describe activities conducted, and discuss prior challenges and successes in providing technical assistance.

Staff and Position Data: Job descriptions and biographical sketches or resumes of key project staff are included. Appropriate professional background and work experience is evidenced, including in partnerships with ethnic and faith-based organizations. Job descriptions for vacant key positions are provided.

APPROACH - 25 points

The applicant provides a clear and feasible strategy that includes a persuasive explanation for the types of technical assistance proposed. The plan of action includes specific technical assistance activities that relate to the areas included in the description for Priority Area 2 earlier in this announcement and/or other new and innovative approaches. The plan addresses the causes, as cited under the *Need for Assistance* section, of the problems or situation requiring technical assistance. The technical assistance plan and timeline of project activities are reasonable and have a likelihood of success in increasing the effectiveness of services provided to torture survivors.

The applicant demonstrates knowledge of and access to physical, psychological, social and legal service providers for torture survivors. Partnerships with other organizations are clearly described and documented with letters of agreement for planning purposes.

The applicant clearly describes a feasible plan to provide technical assistance in the proposed geographic area(s). The application also demonstrates responsiveness to the progress report information requested under the *Reporting requirements* section.

RESULTS OR BENEFITS EXPECTED - 20 points

The applicant includes outcomes that show improvement in the problems or situation described under the *Need for Assistance* section. The outcomes or benefits of the technical assistance are clearly explained and are reasonable. Projected targets are included for each outcome along with indicators of success, data sources, data collection and analysis methods, and timeframes.

BUDGET AND BUDGET JUSTIFICATION - 15 points

The budget is reasonable and cost effective. The amount of funding requested is clearly justified by the proposed program activities.

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

The applicant demonstrates a clear understanding of the nature and extent of the technical assistance needed by agencies serving victims of torture. The process used to assess the technical assistance needs is described. The applicant clearly identifies the causes of the problems or situation described in the needs statement that requires technical assistance. The consequences of not meeting these needs are stated.

The principal and subordinate objectives for the proposed project are stated. The objectives are relevant and indicate an appropriate purpose and direction for the project.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ORR Screening:

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the applicable closing date and submitted in accordance with the instructions in this announcement; and (2) the applicant meets the eligibility criteria for this announcement. ORR will return to applicants those applications that are found not eligible or incomplete.

Competitive Review and Evaluation Criteria:

Applications that pass the initial ORR screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The evaluation criteria were designed to assess the quality of the proposed project and to determine the likelihood of its success. The evaluation criteria are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

The ORR Director and program staff use review panel scores when considering competing applications. Review panel scores weigh heavily in funding decisions but are not the only factors considered. Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include: the timely and proper completion by the applicant of projects funded with ORR funds in the last five years; comments of reviewers and government officials; ORR staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency with ORR goals and policy; administrative costs associated with any sub-grantees; geographic distribution of applications; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative reports; and applicant's progress in resolving any final audit disallowance on previous ORR or other Federal agency grants.

The Director reserves the right to award more or less than the funds described in this announcement. In the absence of suitable applications, the Director may decide not to make an award if deemed in the best interest of the Government. Funding availability for future years is at the Director's discretion.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.os.dhhs.gov/fbci/waisgate21.pdf.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/programs/ofs/forms.htm) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

The progress report narrative should be no more than 10 pages in length. Schedules and other attachments are not included in this page limit. To the extent possible, outcome, output, demographic, and other quantifiable data should be presented in chart or table form.

Progress Report Content

ORR is particularly interested in the following information as part of the semi-annual progress reports. Grantees are encouraged to provide this information for each reporting period as well as on a cumulative year-to-date basis:

- For each objective, describe the activities occurring during the reporting period.

- For each of the expected results and benefits, report the outcomes (benefits or changes realized by the target populations as a result of participation in program activities), indicators used, data sources, and data collection and analysis methods.

- Report outputs (units of service provided, number of participants served, or resources developed) in each of the areas of technical assistance being addressed by the project.

- Projected timeline and progress to date. Cite reasons for any changes in timeline.

- Lessons learned during this period of project activity. Describe how this learning will be applied to continued project work.

- Challenges encountered during the reporting period. Plans for addressing the identified challenges.

- Plans for the next period of project activity. Cite any changes in the schedule of activities.

VII. AGENCY CONTACTS

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VIII. OTHER INFORMATION

Applications in Priority Areas 1 and 2 are for project periods of up to three years or thirty-six months. Awards, on a competitive basis, will be for a twelve-month budget period although project periods may be up to thirty-six months. Applications for continuation grants funded under these awards, beyond the twelve-month budget period but within the thirty-six-month project period, will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

Date: 04/03/2006

Martha E Newton
Director
Office of Refugee Resettlement